

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

May 2, 2011

SUBJECT: BUDGETED TRAVEL; EXPENSES INCURRED ON TRAVEL
ASSIGNMENT - REVISED; AND DECLARATION OF
RECEIPT/EXPENDITURE OF FUNDS,
FORM 15.24.00 - DEACTIVATED

EFFECTIVE: IMMEDIATELY

PURPOSE: Due to new procedural changes implemented by Training Division, Fiscal Operations Division and the Office of the City Controller, Department Manual Section 3/390.25, *Budgeted Travel*; and Section 3/390.73, *Expenses Incurred on Travel Assignment*, have been revised. This Order also deactivates the Declaration of Receipt/Expenditure of Funds, Form 15.24.00, as an official Department form.

PROCEDURE:

I. **BUDGETED TRAVEL - REVISED.** Department Manual Section 3/390.25, *Budgeted Travel*, shall read as follows:

Budgeted travel is travel from which City funds have been appropriated in anticipation of a particular event requiring a trip. Employees shall request authorization for all budgeted travel, **other than investigative**, in accordance with the requirement of the specific funding source as follows:

A. **Revolving Training Fund (RTF).** The Revolving Training Fund was created and established by City Ordinance No. 174756. The purpose of the fund shall be for the receipt, retention and disbursement of monies received from the California Commission on Peace Officer Standards and Training (POST) reimbursements and special service fees for the training of members of outside agencies by members of the Los Angeles Police Department (LAPD). Monies shall be expended for the payment of travel and expenses related to POST and non-POST-certified training, including tuition reimbursement.

Note: This fund is handled by Training Division (TD). Fiscal Operations Division (FOD) has no control over this fund.

- * Employees shall not attend RTF-funded training unless prior written approval is obtained from TD. The Commanding Officer, TD, will determine the appropriateness of training, mode of transportation, and whether funding is available in accordance with City policy. Policy requires that employees submit the Request for Travel Authority prior to attending the training. The Travel Authority shall be forwarded in the following order: the employee's commanding officer, the bureau commanding officer, and the Commanding Officer, FOD.

Approval by the employee's commanding officer does not guarantee the requested training will be approved or that funding is available.

- * Training coordinators facilitating travel authority approval shall ensure that all training requests are approved and signed by their bureaus and received by TD at least 45 calendar days prior to the start date of the travel.

Note: Commanding officers are requested to limit the number of employees attending a training course. A travel authority listing more than two employees will be denied unless there is a critical operational need to send more than two employees. The justification of that need must be stated on the travel request.

B. City General Fund (Rule 6 Travel). The City General Fund (Rule 6 Travel) is designated for unplanned urgent travel management. Employees are required to submit an Intradepartmental Correspondence, Form 15.02.00, addressed to the Commanding Officer, FOD, when requesting this type of travel. Due to the limited amount of monies available from this funding source, commanding officers shall ensure that prior approval is obtained from the Commanding Officer, FOD.

Note: Commanding officers are requested to limit the number of employees traveling. A travel authority listing more than two employees will be denied unless there is a critical operational need to send more than two employees. The justification of that need must be stated on the travel request.

C. **Forfeited Assets Trust Fund Includes Supplemental Police Account (SPA) and Chief's Discretionary Fund Travel.** This funding is set up for the eradication of street narcotics sales and gang-related narcotics activities in the City.

Note: The Forfeited Assets Trust Fund includes SPA monies that can only be used for sworn personnel. Travel using SPA funds is limited to specific Department entities with travel funds allocated in the SPA accounts.

The Chief's Discretionary Fund Travel requires sworn employees to submit a Request for Travel Authority with justification to the Office of the Chief of Police for approval prior to travel.

D. **Special Fund and Grant Fund.** These funds are designed for specific usage which is spelled out in the specific grant award(s) and/or specific funding requirements. Approval by the grant administrator is required prior to the travel.

II. EXPENSES INCURRED ON TRAVEL ASSIGNMENT - REVISED.

Department Manual Section 3/390.73, *Expenses Incurred on Travel Assignment*, shall read as follows:

All travel, including, but not limited to, General Fund, Special Fund and Grants is subject to the City's reporting requirements.

A. **Per Diem Expenses.** *Per diem* expenses for lodging and food are allowable at the rate established by the City Administrative Officer and the City Controller's Office. Employees spending travel funds shall be guided by the Travel and Revenue Section, FOD, and Per Diem Guidelines available at FOD.

B. **Reporting Expenses.** An employee is responsible for providing a completed Personal Expense Statement, City Form General 16, approved by a supervisor, as specified in the Travel Per Diem Guidelines within ten calendar days after concluding a travel assignment.

Note: A Personal Expense Statement prepared by an employee of the rank of commander or below shall be signed by the employee's supervisor. A Personal Expense Statement prepared by a deputy chief or an assistant chief shall be signed by the Chief of Police. The Personal Expense Statement shall be supported by receipts for transportation, lodging and other miscellaneous expenditures. Receipts for meals are not necessary. The Personal Expense Statement approved by a supervisor, with receipts, shall be forwarded for reimbursement as follows:

- * Original copy with original signatures of the Personal Expense Statement shall be forwarded to the Travel Section, FOD;
- * Employees should make copies of all documents for their personal retention;
- * Employees who are returning from investigative or extradition-related travel shall submit their Personal Expense Statement information in accordance with Department Manual Section 3/390.33; and,
- * The Commanding Officer, FOD, shall be the approving authority for each Personal Expense Statement within the Department. The City Controller's Office has the final approval authority for each Personal Expense Statement.

**III. DECLARATION OF RECEIPT/EXPENDITURE OF FUNDS,
FORM 15.24.00 - DEACTIVATED.** The Declaration of Receipt/Expenditure of Funds, Form 15.24.00, is deactivated. This form shall be marked "obsolete" and placed into the divisional recycling bin.

AMENDMENTS: This Order amends Sections 3/380.10, 3/390.25, 3/390.73 and 3/390.81 of the Department Manual.

MONITORING RESPONSIBILITY: The Commanding Officer, Fiscal Operations Division, shall have fiscal monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police